

# IO1246 Administrative Assistant ADM-101

## General information

Job category	Standard
Status	Confirmed
Department	ADM/Directorate for General Administration
Division	GEA/ Human Resources

## Job description

Main job	Business Administration - Human Resources
Title of the position	Administrative Assistant ADM-101
Job family	Experienced Functional Support - 1
Grade	G3
Direct employment	Required
Purpose	<p>To provide administrative support to the recruitment and training processes for IO staff and to the internship and Visiting Researchers arrangement administrative procedures.</p> <p>To contribute to other personnel administration tasks within the Human Resources (HR) Division of the ITER Organization.</p>
Main duties / Responsibilities	<p>Contributes to the recruitment process from filling in job offers in the recruitment software, organizing candidates' interviews, until new staff members' arrival, for the scope defined by the Responsible Officer;</p> <p>Prepares contract extensions, termination or other amendments for staff members;</p> <p>Follows up training plans implementation for assigned Directorates, and organizes training courses;</p> <p>Maintains training data in SAP and other data bases on a regular basis, ensuring their accuracy, and their efficient use in several dashboards;</p> <p>Monitors purchase requests / order in SAP, in the case replacement of the secretary is needed;</p> <p>Answers internship requests, organizes selections and maintains the internship data base and dashboard;</p> <p>Issues and follows up Visiting Researchers Arrangements and other contractual documents, in order to support HR Officers;</p> <p>Performs other duties linked to the above purpose upon management requests;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to the Head of Human Resources, under the supervision of the Responsible Officer for Recruitment and Training;</p> <p>In response to requests from the Director-General and/or Director for General Administration, or proactively, informs the DG/ Director for General Administration of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives;</p> <p>Interacts with all staff members of the Administration Department as well as the other Departments;</p> <p>Interacts on a daily basis with all the staff members of the IO.</p> <p>Issues requested administrative documents and dashboards accurately and in a timely manner;</p> <p>Respects procedures as defined and detailed in the existing quality documentation;</p> <p>Provides efficient and high quality service to the team for his/her scope of work;</p> <p>Establishes a good collaborative attitude and relationship with all staff members of the Administration Department as well as the other Departments.</p> <p>Project Construction Phase.</p>

## Applicant criteria

Level of study	Post-Secondary or equivalent
Diploma	Administration or other relevant field
Level of experience	At least 5 years
Technical experience	Experience in a similar Human Resources position in a large scientific project performed in an international environment.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Ability to hold and respect deadlines
General skills	High level of reliability, discretion and confidentiality in handling documents; Reactivity and adaptability; Excellent organization skills and ability to set priorities and meet deadlines with a strong sense of service; Demonstrated ability to produce good quality and accurate results; Good communication skills and the ability to work towards goals with a good level of autonomy.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP